Maryland Technical Assistance Program

Treasury Reporting Portal Access Now!

Treasury opens the reporting portal to quarterly reporters around **April 1** each year.

Ensuring access to the ARPA SLFRF Reporting Portal before it opens in April is critical for completing reports accurately and on time. Delayed access compresses the review and editing window, increasing the risk of avoidable errors and strains local capacity by forcing last-minute coordination with Treasury.

For question support or more information, please reach out to the MTAP Team at: *arpa.neuadmin@maryland.gov*

SLFRF PROGRAM USER ROLES AND RESPONSIBILITIES:

Account Administrator: Responsible for maintaining the names of designated individuals for SLFRF reporting. They can review information and submit reports.

Point of Contact for Reporting: The primary contact(s) for official Treasury notifications regarding reporting requirements and deadlines.

Authorized Representative for Reporting: The designee with authority to certify and submit official reports, along with the Account Administrator.

Maryland
DEPARTMENT OF BUDGET AND MANAGEMENT

Below are best practices shared by the U.S. Department of Treasury to ensure that municipalities can access the portal and address login issues before the portal opens in April.

Portal Login & Access

Having trouble logging in? Make sure you are:

- Using the correct URL for the portal. Most applicants use Login.gov.
    - Login.gov: http://portal.treasury.gov/compliance
    - ID.me: https://portal.treasury.gove/cares/s
- Using a supported browser such as **Microsoft Edge** or **Google Chrome**

If your previous Account Administrator has left:

1. Ensure the new staff member who will access the portal has a Login.gov or ID.me account
2. Email SLFRF@treasury.gov to request being added as a new Point of Contact. (Treasury will send instructions and your community's account identifier)
3. Once registered and logged in with the correct identifier and postal code, the new user should see all required reports
4. If access issues continue, email COVIDITrelief@treasury.gov with screenshots

Assigning or Updating User Roles

1. Log in to the Treasury Portal via Login.gov or ID.me
2. Click the three horizontal lines (top left) and select your account
3. Under **Certification**, the current Account Administrator enters their name to open the **Designation Form**
4. Use the **Designatio**n section to add or delete points of contact or to assign user roles
5. To add users, click **Add Contacts**. New users must then create or use their Login.gov or ID.me credentials

For a video walkthrough of this process, see the following resources: Webinar: State & Local Fiscal Recovery Funds: Designating User Roles in the Treasury Portal & Microsoft PowerPoint – Updating User Roles in Portal

To deactivate a user:

- Only users assigned as account administrators can edit user access. If the Account administrator has left the organization, email SLFRF@treasury.gov to request deactivation and for someone new to be. Only users designated as account administrator can edit other users' access.

To add a user:

- The Account Administrator selects **Add Contacts** in the portal, and new users must log in via **ID.me** or **Login.gov**.

Note: One person may be assigned multiple roles, and each user role can be held by multiple people. When possible, ensure that multiple people are assigned to a single user role for more reliable account access in the event of staff turnover. See "SLFRF Program User Roles & Responsibilities" in the sidebar for more information on user roles.

Please note: The Treasury Portal is for reporting on ARPA SLFRF Project & Expenditure activities. A SAM.gov account is required to report (SAM.gov administers UEI numbers necessary for doing business with the Federal Government) but is separate from the SLFRF reporting process. Please refer to SAM.gov for more information.